

EHH Rapid Re-Housing / Homelessness Prevention Programs When Providing Rental Assistance

At Program Enrollment

- Documentation of enrollment in HMIS (or comparable database)
- Intake form/initial assessment
- Homelessness documentation
- Documentation of income eligibility (if applicable)
- Documentation of provision of termination procedure

While Enrolled in Program

- Documentation of services provided
- Documentation of financial/rental assistance provided
- Documentation of referral/connection to homeless/mainstream services
- Documentation of monthly case management meetings
- Housing stability plan (*not required for mediation or legal services*)

Prior to/At Move-in

- Documentation of unit compliance with FMR (if applicable)
- Documentation of unit compliance with rent reasonableness
- Habitability standards checklist
- Lead paint disclosure form
- Lease agreement, signed by tenant and landlord
- VAWA lease addendum (HUD form 91067)
- VAWA Notice of Occupancy Rights (HUD form 5380)
- Rental assistance agreement

At Recertification

- Documentation of income eligibility
- Documentation of lack of resources/support networks

At Termination of Rental Assistance or Eviction

- VAWA Notice of Occupancy Rights (HUD form 5380)
- VAWA Certification form

At Program Exit, including Involuntary Termination

- Documentation of termination proceedings (if applicable)